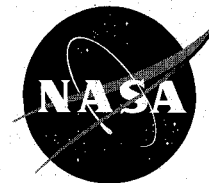


National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Marshall Space Flight Center, AL 35812



August 8, 2002

Reply to Attn of:

QS50 (02-63)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental (SHE)
Committee Meeting

The newly restructured Safety, Health, and Environmental (SHE) Committee held its first meeting at 2:30 p.m. on Wednesday, July 31, 2002, Building 4200, Conference Room P110. The attendance list is on file in the Industrial Safety Department. The agenda for the meeting is attached as Enclosure 1.

OPENING REMARKS (AXEL ROTH/DE01)

Axel opened the meeting by welcoming new members. He commented that the Center is continuously looking for ways to improve safety. He noted that the new Committee represents a good mix of Center employees, supervisors and non-supervisors, and contractors and civil servants. He stated that he looks forward to working with the new committee.

Introduction of Committee Members (K. Cornett/UP10)

Keith commented that he is happy to be working this effort and thanked everyone for volunteering. He noted that by their presence it was evident that they care about the health and safety welfare of other employees. He asked everyone at the table to introduce themselves and the organization that they represent.

Welcome Committee Members (J. Kennedy/DD01)

Jim also welcomed the new members and expressed appreciation to each for their willingness to serve on the Committee. He noted it is a pleasure to work with people who are committed to safeguarding the health and safety well being of other employees. He assured the Committee that they have Center management support, and stated that he looks forward to monthly inputs at the Marshall Team Meeting (MTM).

Establish SHE Committee Meetings (K. Cornett/TD20)

Keith asked for input to change the time for the monthly meeting. At present, the scheduled time is for 2:30 p.m. on the last Wednesday in the month. After discussion, the Committee agreed to change the meeting time to 2:00 p.m. Another proposal that was discussed was establishing a working team meeting in addition to the regular SHE Meeting. After discussion, it was agreed that a working meeting would be held monthly two weeks prior to the regular SHE meeting. The first working meeting is scheduled for August 14, 2002 at 2:00 p.m., in Building 4202, Room 326A. It was noted that an email notification would be sent to voting members and to support organizations prior to the meeting. The chart presentation is attached as Enclosure 2.

Special Reports

Dennis Davis/QS50 discussed the special reports normally presented at the SHE Committee meetings. He noted that the committee members should evaluate this information for any action they think is appropriate. The committee has authority to assign actions to anyone on Center. He noted that these reports include lost time mishaps and described what constitutes lost time. He also noted that this format could be changed if the new Committee chooses to. There was a brief discussion concerning the different categories. At the next meeting Dennis will provide detailed requirements for OSHA reporting.

Lost Time Back Injury (Dennis Davis/QS50)

Dennis reported that Charlie Gearhard/RS50 was scheduled to brief the Committee on the lost time back injury, but due to a conflict, was unable to attend. Dennis reported that an employee injured her back when she stood up from her desk. The employee missed three days of work on the advice of her doctor. There was a delay in counting this mishap because it was originally not clear if the injury was work related. It was noted that the Center is considering hiring a case manager on the new contract to work with private physicians to assure proper accounting.

Lost Time Trip/Fall Mishap (P. Robbins/CSC)

Phil reported that a CSC employee tripped on damaged carpet injuring her leg and ankle while conducting an offsite meeting at a local hotel. The employee is still undergoing tests. The employee has been trained on trips/slips/falls. A follow-up briefing will be given at a later date. They have contacted the hotel to have the carpet stretched to prevent future incidents, and will follow-up to assure correction.

Performance Evaluation Profile (PEP) Survey 2002 Results (K. French/QS50)

Kristie reported that the results of the Centerwide 2002 PEP survey were very good with increased participation from last year by both contractors and civil servants. Overall scores were 4.5 for managers and 4.3 for employees. The survey is a tool used to help identify weaknesses in our safety and health program. A get-well plan will be developed for areas identified that need improving. Each directorate will be provided with a copy of the results of their organization and support contractor(s). It was recommended that the Committee follow-up to assure action plans are completed. The chart presentation is attached as Enclosure 3.

Industrial Health Report – Hand Washing (J. Eagan/AD02)

Joyce reported that hand washing is the single most important means of preventing the carrying and spreading of bacteria and diseases. She noted that improper or infrequent hand washing is a major factor in the spread of disease in daycares, in convalescent homes, hospitals, and food service facilities. The chart presentation is attached as Enclosure 4.

Industrial Safety Report (D. Davis/QS50)

Dennis reported to the new members that at each monthly meeting, the Industrial Safety Department discusses the Safety Metrics Charts. These charts indicate lost time mishaps, OSHA recordable rate, percentage of safety meetings and visits performed by supervisors, as well as other safety related information. He noted that nine lost time mishaps have been reported at MSFC this year. The chart presentation is attached as Enclosure 5.

Open Actions (From Previous Committees) (D. Davis/QS50)

Dennis reviewed the open actions from the old Area and Central SHE Committees. He reported that the safety video being developed to show to all MSFC visitors is in final review and should be completed soon. The chart presentation is attached as Enclosure 6.

New Agenda Item (Open Floor) (K. Cornett/UP10)

Keith noted that the chairperson for the SHE Committee would be selected at the working meeting on August 14, 2002.

PART 2 - PLAN MARSHALL TEAM MEETING (MTM)

- Safety Award Presentation to Sverdrup
- Lost Time Back Injury
- Lost Time Trip/Fall Mishap
- Industrial Safety Report
- New SHE Committee Status Report

The next working group meeting of the SHE Committee is scheduled for August 14, 2002, and the next monthly pre-MTM SHE Committee meeting will be conducted on August 28, 2002.



David J. Spacek
Manager
Industrial Safety Department

6 Enclosures

Distribution:
SHE Web Page

SH&E COMMITTEE AGENDA
Building 4200, Conference Room P110
2:30 pm, July 31, 2002

Opening Remarks (A. Roth/DE01)

Introduction of Committee Members (K. Cornett/TD20)

Welcome Committee Members (J. Kennedy/DD01)

Establish SHE Committee Meetings (K. Cornett/TD20)

Special Reports (D. Davis/QS50)

- **Lost Time Back Injury (C. Gearhart/RS50)** **05 Minutes**
- **Lost Time Trip/Fall Mishap (P. Robbins/CSC)** **05 Minutes**
- **PEP Survey 2002 Results (K. French/QS50)** **05 Minutes**

Industrial Health Report -Hand Washing (J. Eagan/AD02) **07 Minutes**

Industrial Safety Report (D. Spacek/QS50) **10 Minutes**

Open Actions (From Previous Committees) (D. Spacek/QS50) **05 Minutes**

Sub-Committee Reports (None for First Meeting)

New Agenda Items (Open Floor) (K. Cornett/TD20)

Proposed Reports to Marshall Team Meeting (K. Cornett/TD20)) **10 Minutes**

- **Safety Award Presentation to Sverdrup (A. Stephenson/DA01)**
- **Hand Washing Safety Moment (J. Eagan/AD02)**
- **New SHE Committee (K. Cornett/TD20)**
- **Lost Time Back Injury (F. Mayhall/RS01)***
- **Lost Time Trip/Fall Mishap (R. Natividad/CSC)***
- **PEP Survey 2002 Summary Report (D. Spacek/QS50)**
- **Industrial Safety Report (D. Spacek/QS50)***

*** Reports Requested by Art Stephenson**

SHE Committee Restructure Status

8-5-02

UP10/Keith Cornett

1

Update

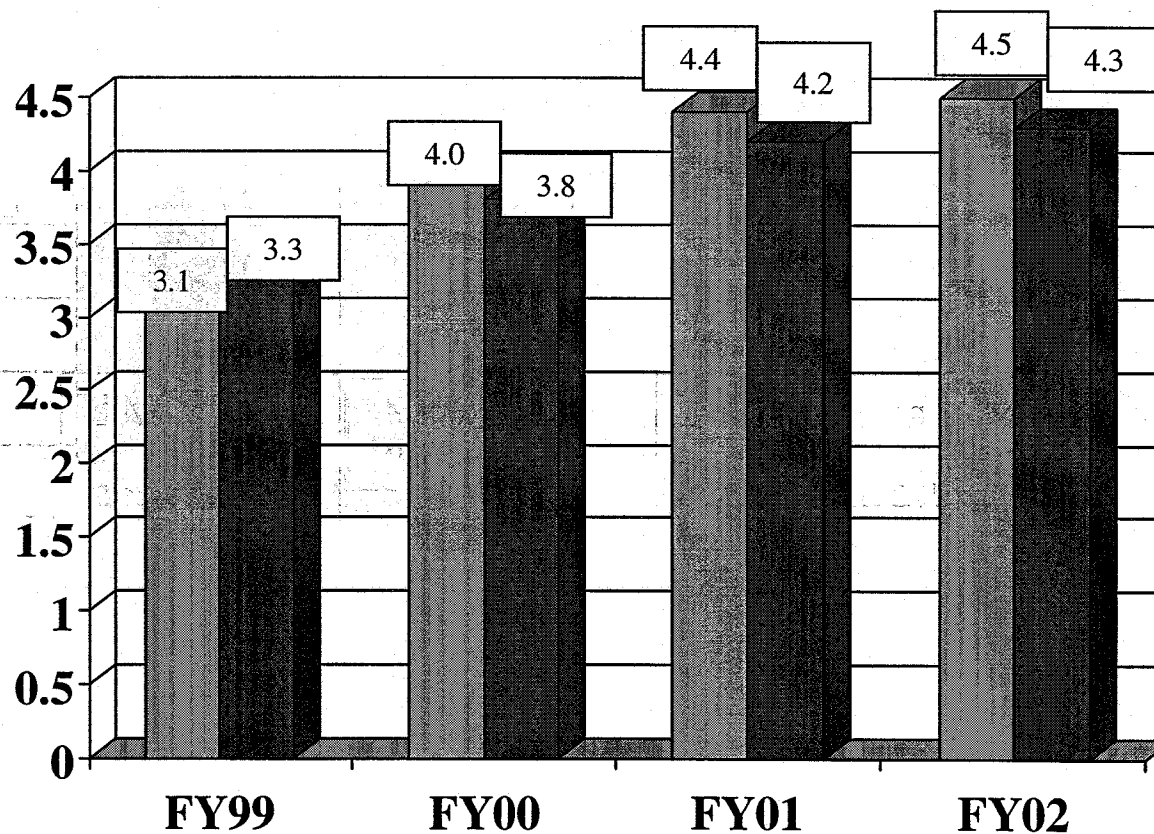
- All SHE committee members identified except IT subcommittee
- Committee has 17 Total Members and 1 Senior Management Sponsor
 - 12 NASA and 4 Contractors
 - 10 Employees and 6 Management/Supervisory

Update

- Initial meeting conducted 7/31/02
- SHE Committee will meet twice per month for the next few months
- VPP Implementation Team is mentoring the SHE Committee and subcommittees

MSFC 2002 PEP Results

(2002 PEP Period 6-17-02 through 7-19-02)

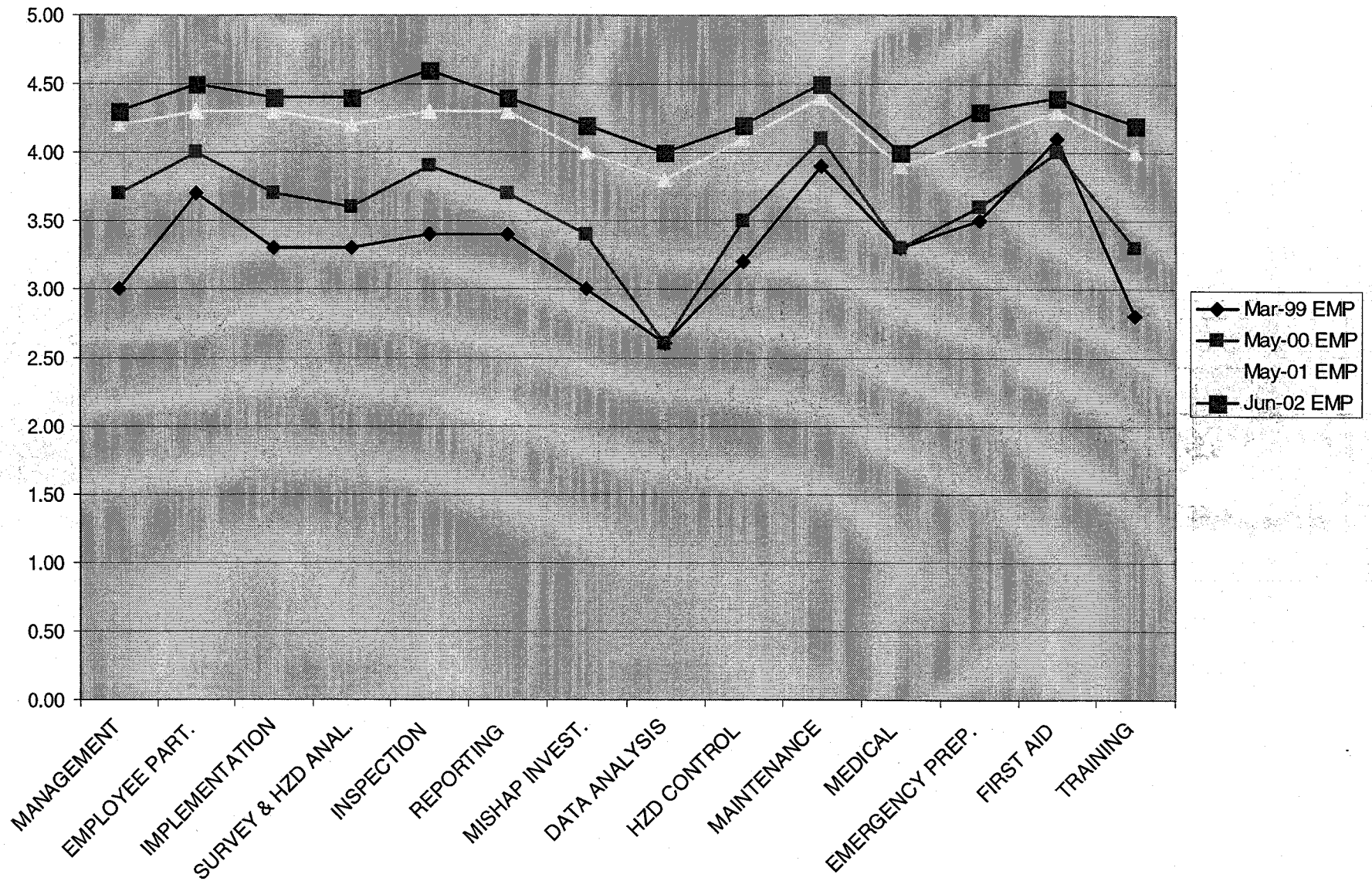


OUTSTANDING!!

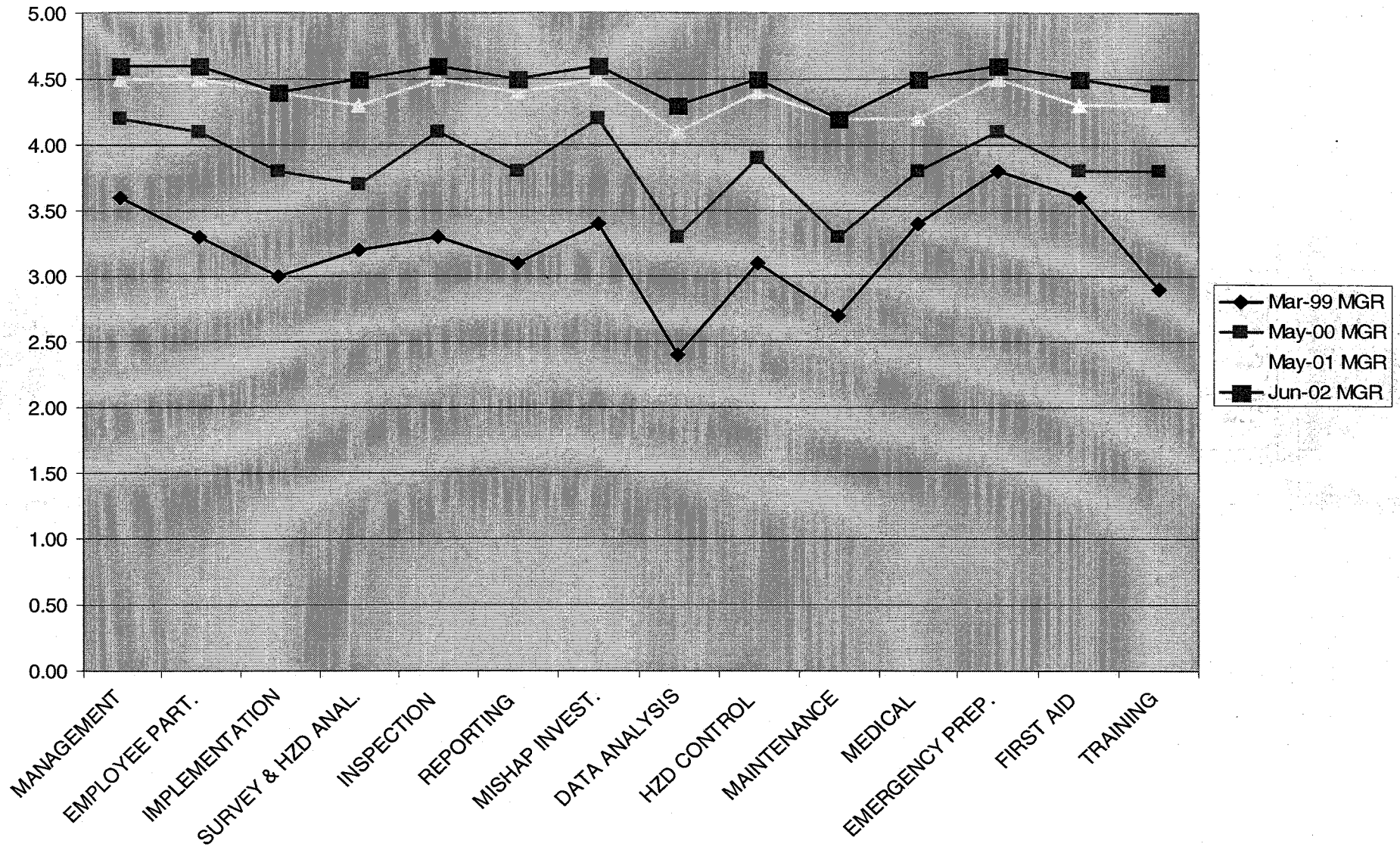
Managers	85%
Employees	87%

7-30-02

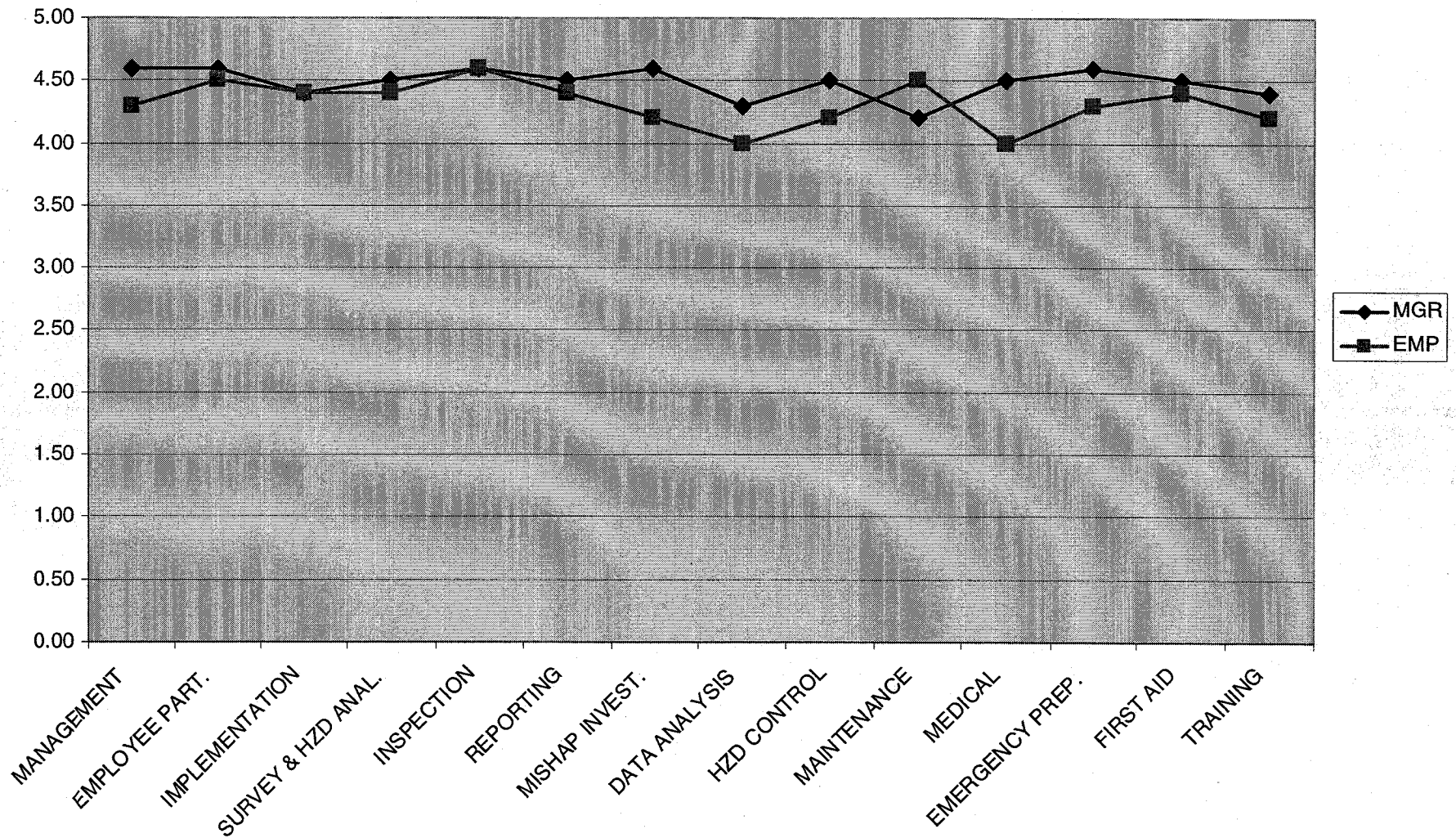
**MSFC OVERALL TEAM EMPLOYEES
PEP OCCUPATIONAL SAFETY AND HEALTH SURVEY
BENCHMARK ANALYSIS**



**MSFC OVERALL TEAM MANAGERS
PEP OCCUPATIONAL SAFETY AND HEALTH SURVEY
BENCHMARK ANALYSIS**



**FY 02 MSFC PEP SURVEY
OVERALL EMPLOYEE MANAGER TEAM PLOT**



Get Well Plans

- Organizations and Contractors with 10 or more will receive their Specific Results
- Mort Chart by Core Process Requirement
- Items which scored 3.8 or below (PEP Minimum Acceptable is 3.0)
- Get Well Plans by Directorate or Contractor

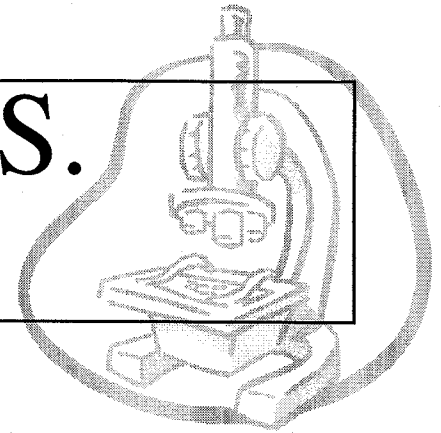
Ex.s HAZARD PREVENTION AND CONTROL – MAINTENANCE – (OSHA REF) Employers should assure that the hazards associated with new facilities, processes, materials, and equipment are thoroughly analyzed, identified and controlled.

EMERGENCY RESPONSE – FIRST AID – (OSHA REF) Rescue equipment, as required by site standard, should be available and updated annually.

MSFC 2002 PEP Survey Comments

- 258 Comments – 147 Issues Identified and Grouped by Common Theme
- Top 6 Common Themes
 - **Environmental** (53) – Air and Water Quality, Temperature, Asbestos
 - **Training** (21) – Quantity and Quality
 - **Ergonomics** (16)
 - **Safety Reporting** (11) – SCRS System, Management Involvement, Investigations
 - **Housekeeping** (10) – Insects/Rodents, Cleanliness, Mold/Mildew
 - **Emergency/Medical Protection** (10) – Response Time, First Aid Kits

HANDWASHING VS. INFECTION

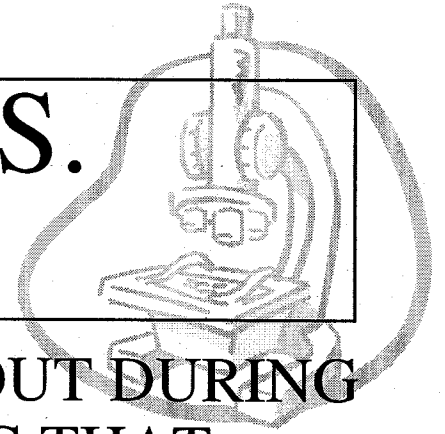


- HISTORY

- 1843: OLIVER W. HOLMES ADVOCATED HANDWASHING TO PREVENT CHILD BED FEVER. HIS IDEAS WERE MET WITH DISDAIN BY MANY PHYSICIANS OF HIS TIME.

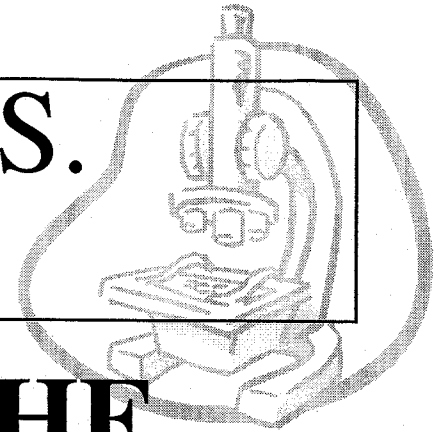
VIENNA, 1840'S: DR. IGNAZ SEMMELWEIS OBSERVED THAT HIS MEDICAL STUDENTS WERE COMING STRAIGHT FROM THE AUTOPSY ROOM TO THE DELIVERY ROOM. HE ORDERED THEM TO WASH THEIR HANDS AND THE MORTALITY RATE IN HIS MATERNITY WARD DROPPED SIGNIFICANTLY. DESPITE RESULTS, COLLEAGUES WERE HOSTILE TO THE DOCTOR'S IDEAS.

HANDWASHING VS. INFECTION



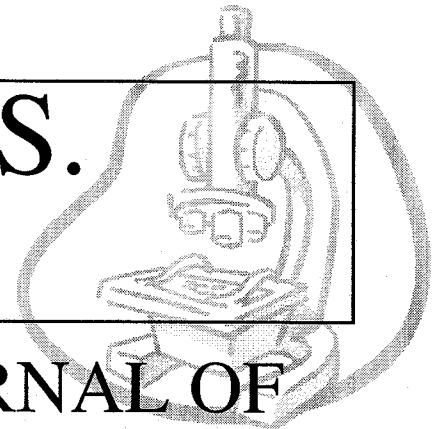
- IN 1879, LOUIS PASTEUR SHOUTED OUT DURING A MEDICAL GATHERING “THE THING THAT KILLS WOMEN WITH CHILDBIRTH FEVER...IS YOU DOCTORS THAT CARRY DEADLY MICROBES FROM SICK WOMEN TO HEALTHY ONES.”
- IN 1910, DR. JOSEPHINE BAKER STARTED TEACHING HYGIENE TO CHILD CARE PROVIDERS IN NY. PHYSICIANS SENT A PETITION TO THE MAYOR PROTESTING THAT “IT WAS RUINING MEDICAL PRACTICE BY ...KEEPING BABIES WELL.”

HANDWASHING VS. INFECTION



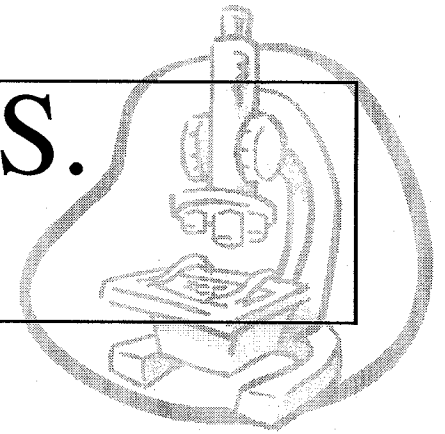
- **HANDWASHING IS THE SINGLE MOST IMPORTANT MEANS OF PREVENTING THE SPREAD OF INFECTION ACCORDING TO THE CDC.**

HANDWASHING VS. INFECTION



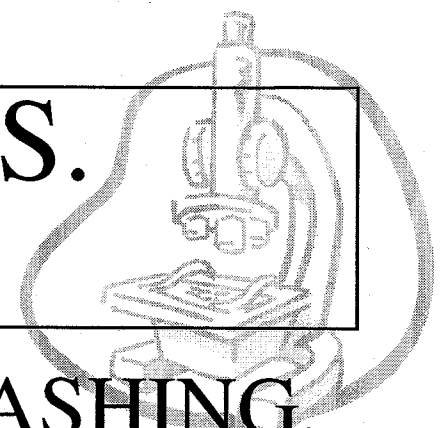
- IN 1992, THE NEW ENGLAND JOURNAL OF MEDICINE REPORTED ON A HANDWASHING STUDY IN AN INTENSIVE-CARE UNIT. DESPITE SPECIAL EDUCATION AND MONITORED OBSERVATION, HANDWASHING RATES WERE AS LOW AS 30% AND NEVER WENT ABOVE 48%.
- OBSERVATIONS IN PUBLIC RESTROOMS REVEALED THAT ONLY ABOUT 68% OF AMERICANS WASH UP BEFORE LEAVING.

HANDWASHING VS. INFECTION



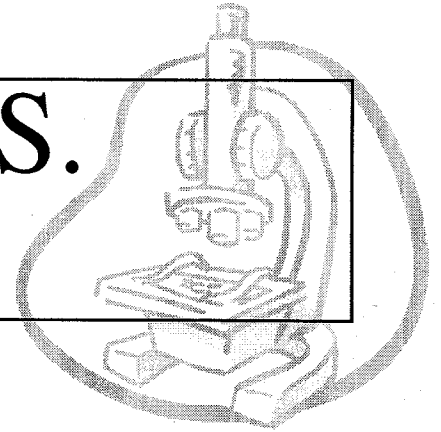
- IMPROPER/INFREQUENT HANDWASHING IS A MAJOR FACTOR IN THE SPREAD OF DISEASE IN DAYCARES, IN CONVALESCENT HOMES, IN HOSPITALS, AND IN FOOD-SERVICE FACILITIES. IT IS A MAJOR FACTOR IN THE SPREAD OF DISEASE TO YOU AND YOUR FAMILY IN YOUR ENVIRONMENT.

HANDWASHING VS. INFECTION



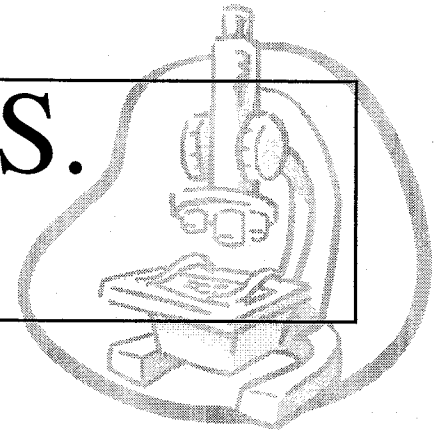
- THE SIMPLE ACT OF HANDWASHING, WHEN PRACTICED PROPERLY, COULD SAVE EACH YEAR:
 - 20,000 LIVES (HOSPITAL PATIENTS WHO ACQUIRE SECONDARY INFECTIONS),
 - OVER 80 MILLION CASES OF FOOD POISONING (RESULTING IN 10,000 DEATHS)

HANDWASHING VS. INFECTION



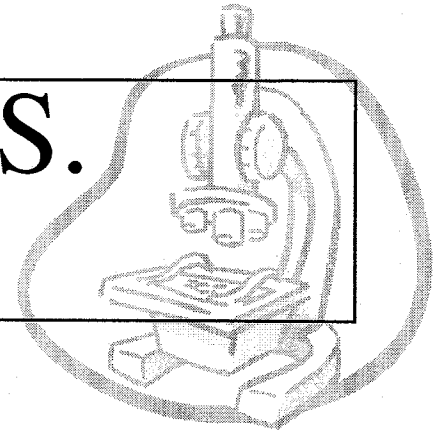
- PROPER HANDWASHING CAN REDUCE THE SPREAD OF MANY DISEASES:
 - DIARRHEA, DYSENTERY, HEPATITIS A, E. COLI, INFLUENZA, STREPTOCOCCAL DISEASE, THE COMMON COLD

HANDWASHING VS. INFECTION



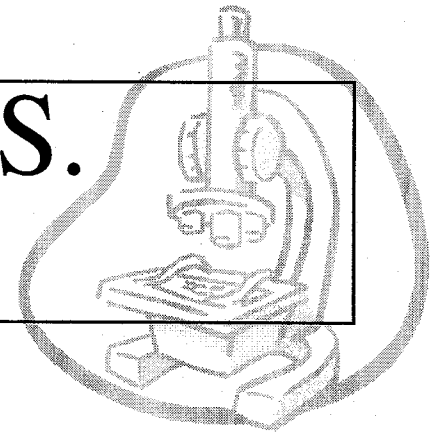
- WHEN YOU SHOULD WASH:
 - BEFORE YOU --
 - PREPARE OR EAT FOOD; TREAT A CUT OR WOUND; CARE FOR SOMEONE WHO'S SICK; PUT IN OR TAKE OUT CONTACT LENSES; DO ANY THING THAT INVOLVES PUTTING YOUR FINGERS IN OR NEAR YOUR MOUTH, EYES, ETC.
 - AFTER YOU –
 - GO TO THE BATHROOM; HANDLE UNCOOKED FOODS, ESPECIALLY RAW MEAT; EAT; BLOW YOUR NOSE, COUGH, OR SNEEZE; HANDLE GARBAGE; CARE FOR SOMEONE WHO'S SICK; CHANGE A DIAPER; PLAY WITH OR TOUCH A PET (ESPECIALLY REPTILES)

HANDWASHING VS. INFECTION



- PROPER HANDWASHING:
 - WET HANDS WITH WARM WATER
 - ADD SOAP, THEN RUB MAKING A LATHER
 - OUT OF THE WATER STREAM, RUB FOR 15-20 SECONDS
 - RINSE WELL
 - DRY HANDS WITH A CLEAN TOWEL

HANDWASHING VS. INFECTION



- WHY SOAP/WHY 15-20 SECONDS?
 - THE MECHANICAL ACTION OF SCRUBBING LOOSENS UP THE DIRT AND MICROBES ON OUR HANDS AND SOAP PICKS THEM UP AND BINDS TO THEM SO THAT THE WATER CAN WASH THEM AWAY.
 - THE FRICTION IS IMPORTANT, SO IF NO SOAP IS AVAILABLE – SCRUB VIGOROUSLY.
- DO NOT USE ANTIBACTERIAL SOAPS ON A ROUTINE BASIS; THEY KILL GOOD BACTERIA THAT CAN ULTIMATELY REDUCE YOUR IMMUNE STATUS.

SHE Committee

MSFC Safety Data for FY02

(Current as of July, 31, 2002)

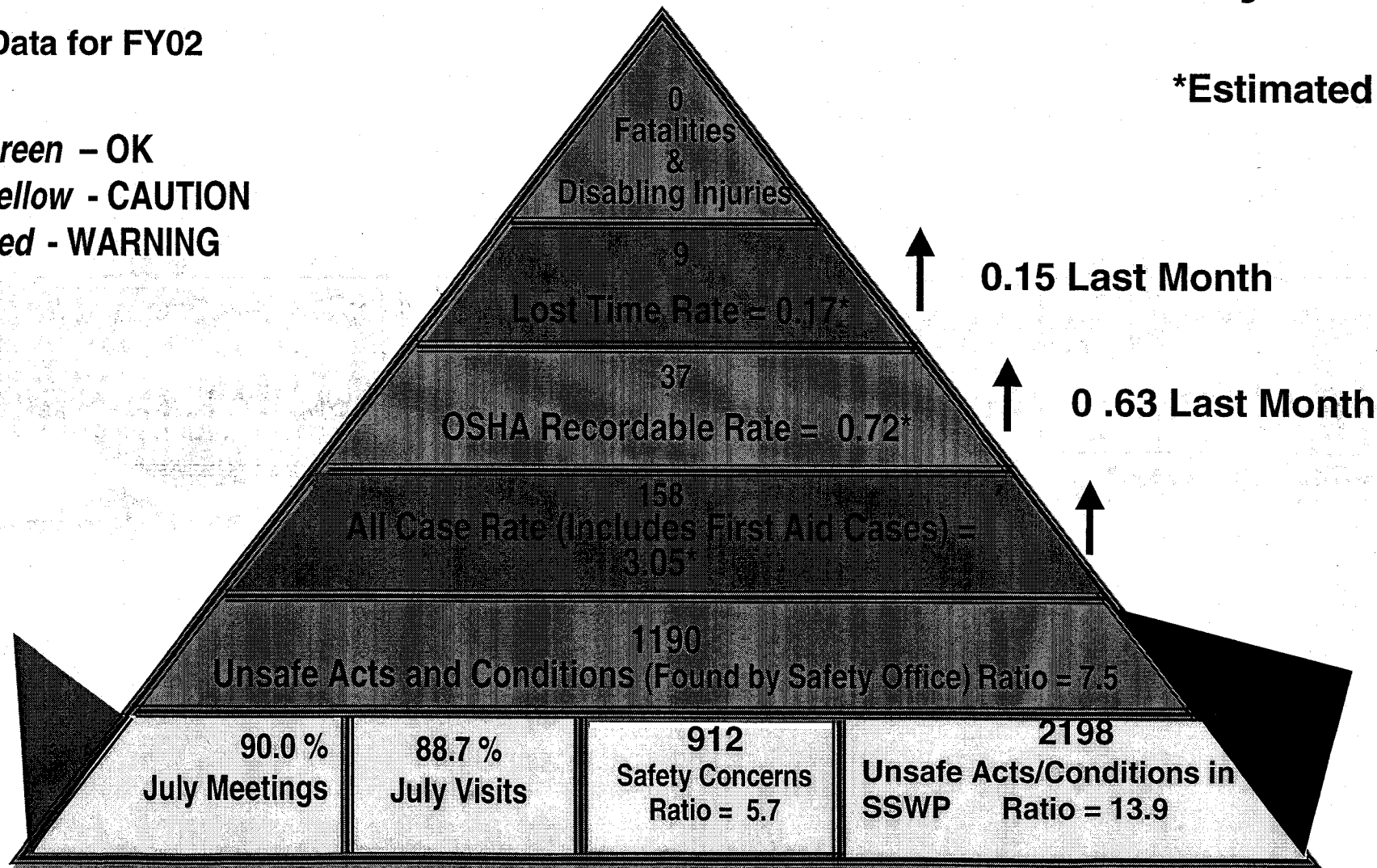
- **Personnel Safety Pyramid**
- **Leading Indicators**
- **July Safety Meetings/Visits**
- **Trailing Indicators**
- **FY02 Lost-Time Mishaps**

MSFC Team Metric - Personnel Safety

Data for FY02

Green - OK
Yellow - CAUTION
Red - WARNING

***Estimated**

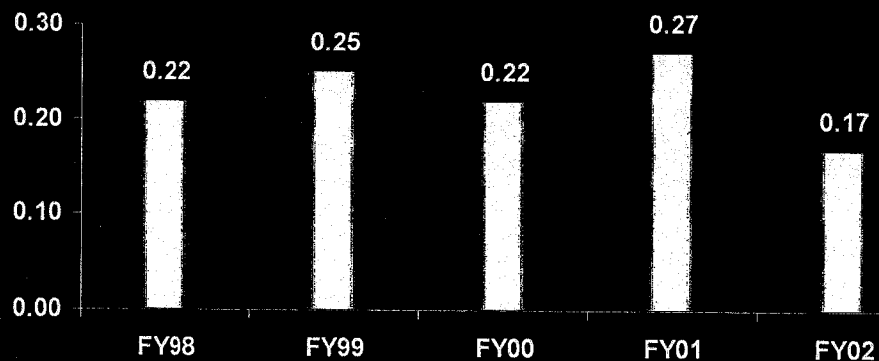


¹ Includes Safety Work Orders and SCRS

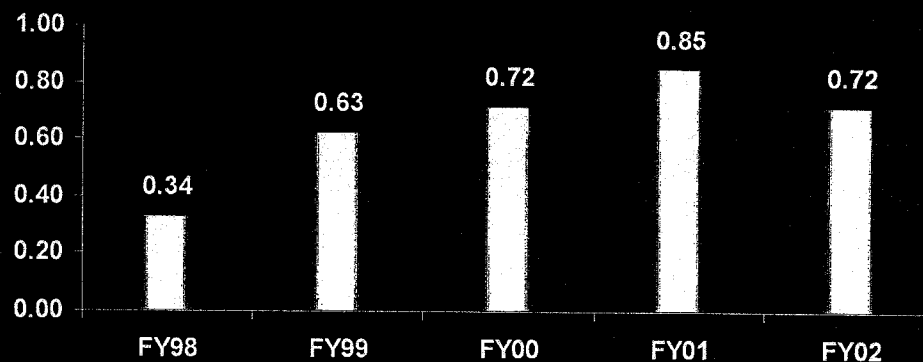
Team Metrics - Trailing Indicators (7-31-02)

Lower is Better!

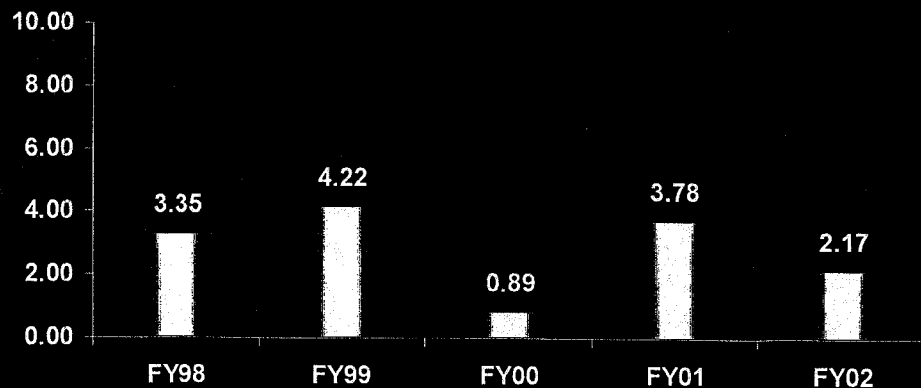
Lost-Time Rates



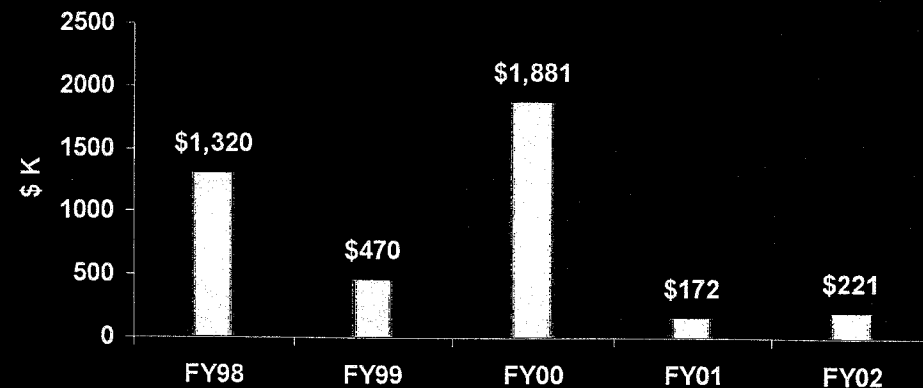
Recordable Rate



Severity Rate



Equipment & Property Damage

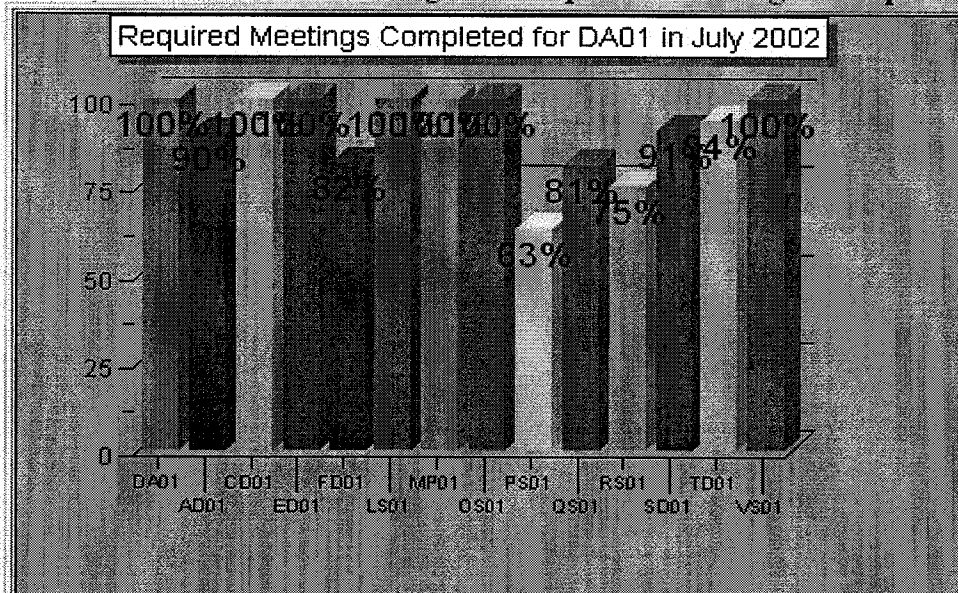


Safety Meetings

Supervisors Safety Web Page

STEPHENSON, DA01

Percentage of Required Meetings Completed for DA01 in July 2002



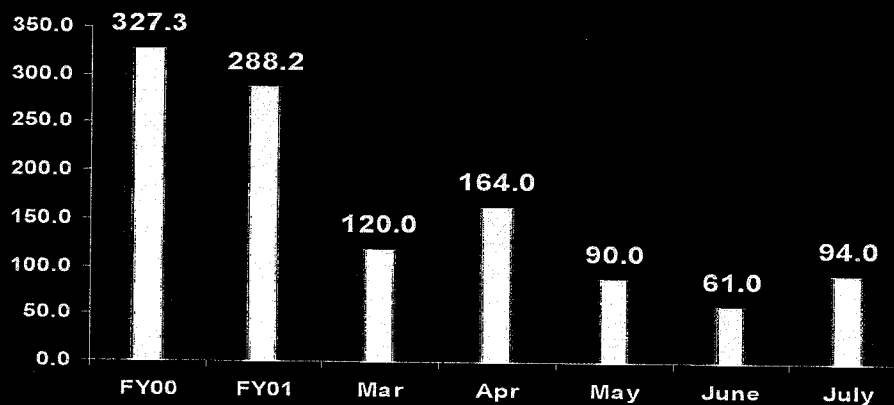
Click on a highlighted bar or an orgcode to drill down

Org	Percent	Req'd Meetings	Req'd Meetings Held
DA01	100.0%	1	1
AD01	90.1%	81	73
CD01	100.0%	13	13
ED01	100.0%	85	85
FD01	81.6%	98	80
LS01	100.0%	1	1
MP01	100.0%	10	10
OS01	100.0%	1	1
PS01	62.5%	8	5
QS01	81.3%	16	13
RS01	75.0%	8	6
SD01	91.2%	34	31
TD01	93.9%	33	31
VS01	100.0%	2	2
Total	90.0%	391	352

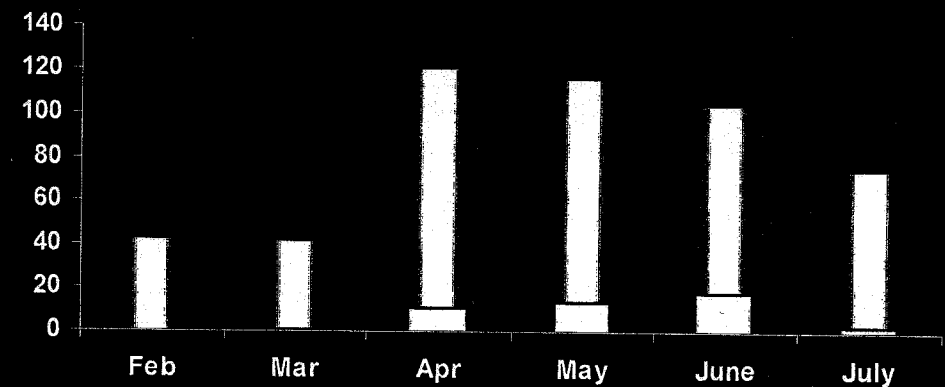
SHE Committee

Team Metrics - Leading Indicators (7-31-02)

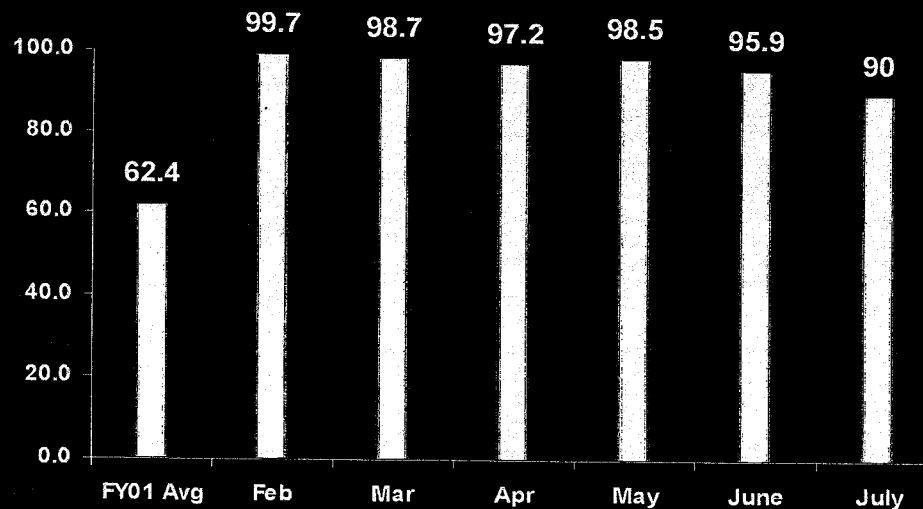
Employee Identified Concerns/Month



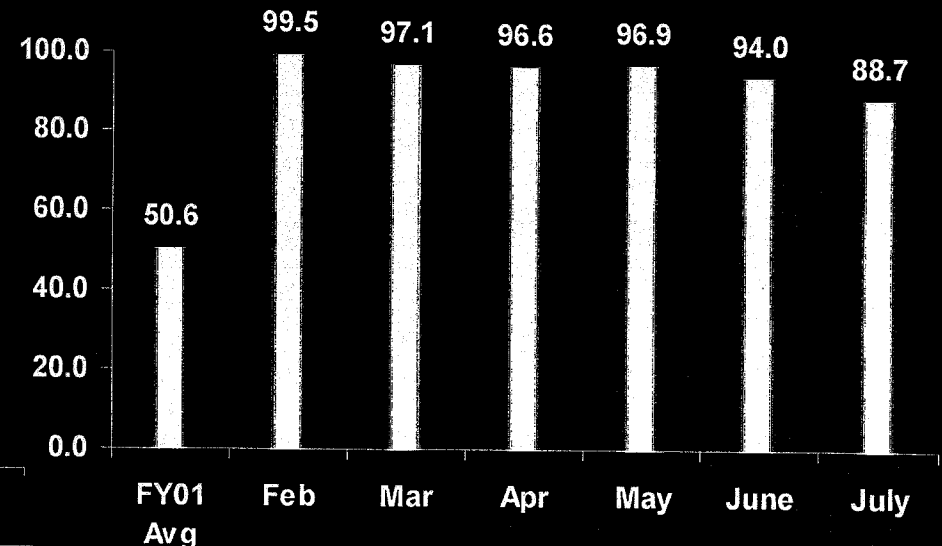
Late Corrective Actions



Supv. Safety Meetings - % Compl.



Supv. Safety Visits - % Compl.



HAZTRAK Finding Status (7-31-02)

AREA	2002	Open Findings	Abatement Plans	Late
AD01	46	29	0	2
AD10	5	0	0	0
AD20	75	16	0	6
AD30	66	2	0	0
AD40	33	8	5	1
AD50	1	0	0	0
CD	20	12	0	3
ED	426	46	25	8
FD	160	6	1	5
MP	13	13	0	0
SD	170	37	4	22
TD	166	77	0	13
RS	0	11	0	11
NSSTC	9	1	0	1
Total	1190	258	35	72

CY2001 = 1397

NOTE: Greater than 20% late goes Red

Terminology

Open Findings - Findings that have not been Closed.

Abatement Plans – Approved interim hazard controls in place until finding can be corrected

Late – Findings open > 45 days with no Abatement Plan submitted, or Abatement Plan ECD has passed.

SH&E "AREA" COMMITTEE - OPEN ACTIONS & ACTIONS CLOSED SINCE MAY 29, 2002 MEETING

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
A-0058	Two incidents involving visitors to MSFC were reported. Safety training for MSFC visitors is needed.	Jim Ellis QS01	Dennis Davis QS50	Safety video for showing to all MSFC visitors.	02-09-00	9/01/02	Art Stephenson's introduction added. Film in final review process.
A-0138	Roy Malone reported that some employees are moving their own furniture. He's concerned someone will get hurt because they don't have the appropriate equipment.	Axel Roth/DE01	Dawn Cross/AD40	Increase employee awareness of the proper procedures for having office furniture moved.	3/27/02	7/31/02	CLOSURE REQUESTED. Posted on Inside Marshall July 18 thru 22.

MARSHALL TEAM MEETING - OPEN ACTIONS & ACTIONS CLOSED SINCE JUNE 3, 2002 MEETING

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTIONEE	FINAL PRODUCT	DATE OPEN	ECD	STATUS
C-0089	A close call incident involving the release of mercury cadmium telluride at Building 4481 was review.	A. Goodson/QS01	F. Szofran/SD47	Provide a final safety review to a senior manager board, to include S&MA Director, prior to restarting this operation.	11/06/00	Prior to restart	Work complete. In process of scheduling board review.